

**SOUTH CAROLINA BUDGET AND CONTROL BOARD  
GENERAL SERVICES DIVISION  
STATE FLEET MANAGEMENT**

**STANDARD STATE-OWNED VEHICLE LEASE AGREEMENT**

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, between the South Carolina Budget and Control Board, General Services Division, State Fleet Management Section hereinafter known as Lessor, and \_\_\_\_\_, (Agency Billing Code #) \_\_\_\_\_ a State Agency or local government agency of the State of South Carolina hereinafter known as Lessee, Lessor hereby leases to Lessee the State-owned vehicles described in Appendix D, for use in the conduct of official government business, subject to the following terms and conditions.

1. **TERM OF LEASE** - The term of this Agreement shall commence on the date of acceptance by Lessee and shall continue until terminated by either party as provided in Appendixes A and B. The initial term of this Agreement must be for a period of at least twelve (12) months, from the date of acceptance by Lessee.
2. **LEASE RATES** – Lease rates and the effective date thereof shown in Appendix C shall be adjusted annually, subsequent to the award of State Term Contracts for vehicles as awarded by the Materials Management Office. Revised rates will normally be published by Lessor during the second quarter of each fiscal year and shall become effective beginning the first billable day of the third quarter of each fiscal year. Lessee agrees to pay Lessor the amounts resulting from the Lease Fee Schedule in Appendix C as revised annually. The payments shall be as specified in Appendix B.
3. **FUEL SURCHARGE** – In the event the price of fuel should increase by more than 20% during a fiscal year or portion thereof, Lessor reserves the right to impose a fuel surcharge equal to \$0.01 per mile on all mileage invoiced pursuant to paragraph 5 below, and to continue such surcharge until the adjustment of rates pursuant to paragraph 2 above.
4. **VEHICLES LEASED (APPENDIX D)** – The list of vehicles leased referenced as Appendix D shall be maintained electronically within the South Carolina Equipment Management Information System (SCEMIS) and shall be adjusted therein as needed. Lessee shall be provided a current copy of Appendix D annually for the purpose of reconciliation and vehicle replacement or retention confirmation. Lessee shall sign and return a copy of this Appendix to Lessor. This shall constitute a renewal of this agreement.
5. **MINIMUM CHARGES** – Lessee will be charged the monthly flat rate as indicated in Appendix C, and for the actual miles used each month, unless the actual miles used in any month do not exceed the minimum mileage shown in Appendix C. In such instance the Lessee will be charged the flat rate and for the minimum miles indicated in Appendix C. This minimum shall apply on each vehicle listed on Appendix D.
6. **TITLE**: The vehicles shall at all times remain the property of Lessor, and Lessee shall have no right, title, or equity interest therein except as expressly set forth in this Agreement.
7. **GOVERNING LAW** - This Agreement shall be governed in all respects by the laws of the State of South Carolina.
8. **DEFAULT** - Upon the failure of Lessee to make any payment when due, or upon the failure of Lessee to perform any other obligation imposed upon it by this Agreement and upon the continuance of such failure for 10 days after the mailing of written notice thereof by Lessor pursuant to paragraph 10, Lessee shall be deemed to be in default and Lessor shall have the right to terminate this Agreement. Upon the failure of Lessor to perform any obligation imposed upon it by this Agreement, and upon the continuance of such

failure for 10 days after the mailing of written notice thereof by Lessee pursuant to paragraph 10, Lessor shall be deemed to be in default and Lessee shall have the right to terminate this agreement.

9. **TERMINATION AND REMEDIES** - This Agreement may be terminated as provided in paragraph 8 or in Appendixes A and B. Upon the termination of this Agreement, Lessee shall remit all sums due to Lessor within sixty days of such termination.

10. **NOTICES** - All notices and other communications made or required to be given under this Agreement shall be made in writing and mailed to the other party at its address as set forth herein or at such address as the party may provide from time to time.

11. **OBLIGATIONS**: Parties agree to the terms of this agreement including Appendixes A through D.

**Lessor's Address:**                    General Services Division, State Fleet Management  
  140 Stoneridge Drive, Suite 650  
  Columbia, South Carolina 29210-8257

**Lessee's Address:**                    \_\_\_\_\_  
  \_\_\_\_\_  
  \_\_\_\_\_

12. **ENTIRE AGREEMENT** - This Agreement and attached Appendixes constitute the entire Agreement between the parties and may not be amended, altered, or changed except after approval from the General Services Division, State Fleet Management and by a written agreement signed by the parties, however the vehicles covered by this agreement and shown on Appendix D may be adjusted as needed upon mutual agreement by the parties. Such an adjustment of Appendix D will not alter any other portion or requirement of this agreement. Lessor reserves the right to promulgate new, or amend existing State statutes, regulations, policies and procedures concerning the operation of State vehicles without the consent of Lessee.

**ACCEPTED AND EXECUTED THE DATE STATED ABOVE**

**LESSOR:**  
**BY:** \_\_\_\_\_

  Warren J. McCormack  
**ITS:** State Fleet Manager

**LESSEE:**  
**BY:** \_\_\_\_\_  
**ITS:** \_\_\_\_\_

**APPENDIXES:**

- A. Obligations of Lessor
- B. Obligations of Lessee
- C. Lease Fee Schedule
- D. Vehicles Leased

## **APPENDIX A**

### **SOUTH CAROLINA BUDGET AND CONTROL BOARD GENERAL SERVICES DIVISION STATE FLEET MANAGEMENT**

#### **Obligations of Lessor**

- Provide Lessee the vehicles shown in Appendix D, at the lease rates shown in Appendix C.
- Pay all costs associated with ownership and operation of said vehicles, exclusive of those further indicated in Appendix B.
- Carry the standard state liability insurance on each leased vehicle. Lessor shall also provide comprehensive and collision coverage, exclusive of charges indicated in Appendix B.
- Replace each vehicle at the end of its life cycle with a new vehicle or a serviceable used vehicle of the same class that is still within designated life cycle (Appendix D) unless both parties agree to one of the following:
  - a.) Lessee chooses to continue to operate the leased vehicle past the designated life cycle in which case the per-mile lease rate shall be charged at the “Post Life Cycle” per-mile rate indicated in Appendix C. In such instance Lessor reserves the right to determine when the vehicle is no longer cost effective to operate, and require its replacement with a new vehicle or a serviceable used vehicle of the same class. The per-mile rate on such a replacement vehicle will be charged according to the rate shown in Appendix C.
  - b.) Lessee chooses to have the vehicle replaced with a vehicle of a different class. In such instance any change in class or application shall require the submission of appropriate justification from Lessee, and approval by the State Fleet Manager.
  - c.) Lessee chooses not to have the vehicle replaced and to terminate the lease on that particular vehicle. In such instance Appendix D shall be adjusted accordingly.
- Lessor reserves the right to periodically adjust its Vehicle Life Cycles (Appendix C).
- Maintain each vehicle in a safe and serviceable condition. Lessor reserves the right not to make repairs when, in the sole discretion of the Lessor, these repairs are not in the best interest of the State.
- In the event it becomes uneconomical to repair a vehicle due to unforeseen circumstances, Lessor agrees to provide a temporary replacement vehicle to Lessee as soon as may be practicable. Such replacement vehicle may be of a different type than the original vehicle and may be in used condition. As soon as practicable, Lessor will replace temporarily issued vehicles with a new vehicle or a serviceable used vehicle of the same class that is still within designated life cycle (Appendix C).
- Credit Lessee for one day’s lease fee (motor pool rate) for each day exceeding the initial three work days (exclusive of weekends and holidays) that a vehicle is in a state or commercial repair facility, and not ready for use. Initial three days includes the day the vehicle was turned in to the repair facility. Lessor shall not be responsible for any charges or expenses ( i.e. operator lodging, meals, travel, replacement vehicle rental, etc.) resulting from the failure of a vehicle to perform, unless those expenses are pre-approved by Lessor.
- Provide Lessee an invoice for lease fees for each vehicle leased during the billing cycle, to the office designated by Lessee, not later than the 20th day of the month following the billing cycle.
- Provide Lessee 30 calendar days written notice of Lessor’s desire to terminate this agreement.

## **APPENDIX B**

### **SOUTH CAROLINA BUDGET AND CONTROL BOARD GENERAL SERVICES DIVISION STATE FLEET MANAGEMENT**

#### **Obligations of Lessee**

- Abide by all State statutes, regulations, policies and procedures concerning the operation of State-owned vehicles.
- Provide Lessor appropriate written justification for additional vehicles which Lessee desires to lease as far as possible in advance of the date vehicles are needed.
- Not assign custody of leased vehicles nor sublet vehicles to other parties without the express written consent of Lessor.
- Pay Lessor's monthly lease invoices within sixty (60) calendar days of the invoice date.
- Pay Lessor a late fee of 1% per month for each invoice which is not paid by the due date (see above).
- At the expiration of this lease, or upon demand of Lessor (See Default Section on Main Agreement), Lessee shall return vehicle in good working condition, reasonable wear and tear excepted, to such location designated by Lessor.
- Abide by Lessor's policies concerning authorized credit card purchases and vehicle maintenance procedures. Lessee agrees to reimburse Lessor for any unauthorized fuel credit card purchases of products or services, or for the cost of damages resulting from the use of the improper type of fuel or other fluids in vehicles.
- Remit to Lessor any charges assessed by Lessor's Accident Review Board's review of accidents.
- Pay Lessor all costs and expenses, including reasonable attorney's fees, and other expenses incurred by Lessor in enforcing any terms, conditions, or provisions of this agreement, whether incurred before or after judgment.
- Ensure all drivers of leased vehicles are informed of all statutes, regulations, policies, and procedures governing the operation of State vehicles.
- Use leased vehicles in a careful and proper manner and only for their intended use. Lessee shall not be responsible for reasonable wear and tear from this use, however Lessor reserves the right to charge Lessee for excessive wear and tear or any damage or deterioration resulting from operator abuse or negligence on vehicles.
- Not alter leased vehicles in any manner without the express written consent of Lessor. Wherein Lessor grants such consent, all costs of any such alterations shall be borne by Lessee.
- Allow Lessor, upon reasonable prior notice and during Lessee's normal working hours, to inspect the vehicles and observe their use.
- Provide Lessor thirty (30) calendar days written notice of Lessee's desire to terminate this agreement. If Lessee fails to comply with this provision, Lessor may charge Lessee one month's lease fee for each vehicle to be returned.

## APPENDIX C

### SOUTH CAROLINA BUDGET AND CONTROL BOARD GENERAL SERVICES DIVISION STATE FLEET MANAGEMENT

#### LONG-TERM VEHICLE LEASE RATES

Effective Date 01/01/2006

Vehicle Class	Monthly Rate	Mileage Rate
Compact Sedan	\$ 262.00	\$ 0.13
Intermediate Sedan	\$ 257.00	\$ 0.17
Full Size Sedan	\$ 389.00	\$ 0.21
Intermediate Police Sedan	\$ 435.00	\$ 0.20
Full Size Police Sedan	\$ 488.00	\$ 0.22
Executive Sedan	\$ 540.00	\$ 0.18
Compact S/W	\$ 281.00	\$ 0.15
Intermediate S/W	(not currently available)	
Mini Van	\$ 326.00	\$ 0.16
Mini Cargo Van	\$ 220.00	\$ 0.20
12/15 Passenger Van	\$ 298.00	\$ 0.22
Full Size Cargo Van	\$ 202.00	\$ 0.25
Intermediate Utility 4x2	\$ 407.00	\$ 0.19
Intermediate Utility 4x4	\$ 438.00	\$ 0.20
Full Size Utility 4x2, 4x4	\$ 430.00	\$ 0.26
Compact Pick-up	\$ 186.00	\$ 0.18
1/2 Ton Pick-up	\$ 255.00	\$ 0.20
1/2 Ton Pick-up 4x4	\$ 291.00	\$ 0.25
3/4 Ton Pick-up 4x2	\$ 315.00	\$ 0.24
3/4 Ton Pick-up 4x4	\$ 296.00	\$ 0.27
1 Ton Sprinter Cargo	\$ 351.00	\$ 0.17
High Cube Van < 12,000 GVWR	\$ 361.00	\$ 0.43
Handicap Van	\$ 427.00	\$ 0.39
Mini Bus	\$ 429.00	\$ 0.33

#### NOTES:

1. Monthly Flat rate applies to all vehicles and covers insurance costs and fixed overhead.
2. Per mile charge covers depreciation, maintenance, accident repairs, and inflation adjustment.

**APPENDIX D**

**SOUTH CAROLINA BUDGET AND CONTROL BOARD  
GENERAL SERVICES DIVISION  
STATE FLEET MANAGEMENT**

**VEHICLES LEASED**

**(Agency Billing Code #)** \_\_\_\_\_

**The attached list of leased vehicles is current as of**

**(Date)** \_\_\_\_\_

**(Number of pages)** \_\_\_\_\_